

North Wales Water Authority Board of Directors

Minutes of 10/27/2010

Call to order:

The meeting was held at the NWWA Offices, 200 W Walnut St, North Wales, PA. 19454 and called to order by Board chair, Joan Nagel, at 6:00 p.m.

Pledge of Allegiance:

Mrs. Nagel led those in attendance in the Pledge of Allegiance.

Roll Call:

Roll call was taken and recorded as follows;

Attendee Name	Organization	Title	Status
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Carene Makinson-Sanders	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Present
Donna Mengel	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Raymond J. Berry	NWWA	Director of Operations	Present
Christine Lezoche	NWWA	Director of Finance	Present
Melissa Fiala	Rudolph Clarke Kirk	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Approval of Minutes:

The Board next considered approval of the Minutes of 10/13/2010. Upon a motion of member Kavash, seconded by member Tenney, the minutes were unanimously approved.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Mrs. Sanders		x			
	Mr. Kavash	Initiated	x			
	Ms. Mengel		x			

Public Comment:

No members of the public were present

Solicitors Report:

Ms. Fiala reported that there was a brief Executive Session held after the last meeting on 10/13/2010 to discuss potential litigation personnel matters and real estate. No Action was taken.

Engineers Report:

Mr. Heydt reported that the Certification of Budget letters have been submitted to Mr. Bender.

Operations Report:

Mr. Berry reported on the month end reports from the operations and customer service area and Forest Park. Nothing is out of the ordinary.

Mr. Kavash asked when sewer laterals were inspected and Mr. Berry stated that they are inspected whenever there will be a sale of property.

Finance Directors Report: None.

Bills & Requisitions Approval:

Mrs. Lezoche noted the payment for the vehicle that was on the previously approved capital budget and stated that there was nothing out of the ordinary in the bills, reviewed the listings, and recommended and requested approval to pay all bills and process all requisitions, as presented.

- **Approval of Bills and Requisitions of 10/13/2010 in the amount of \$ 207,619.58**

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x	Approved	Mrs. Nagel	x				
		Mr. Tenney	x				
		Mrs. Sanders	x				
		Mr. Kavash	Seconded	x			
		Ms. Mengel	Initiated	x			

- **Approval of Bills & Requisitions of 10/20/2010 in the amount of \$ 122,937.88**

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x	Approved	Mrs. Nagel	x				
		Mr. Tenney	x				
		Mrs. Sanders	x				
		Mr. Kavash	Seconded	x			
		Ms. Mengel	Initiated	x			

Executive Directors Report:

Mr. Bender reported that the Authority business insurance renewals are currently being processed and that the Brokers, Paist and Noe, had obtained several quotations to ensure competitive rates. Mr. Bender reported that there were no significant changes in coverage other than adding flood insurance for several pump stations. He advised the Board that once all numbers are available, that a copy of the final renewal rates would be forwarded to the Board members. He also noted that this is the third year for our present broker and that in accordance with NWWA policy, we should schedule a comprehensive review of coverage and formal bid solicitation next year.

Mr. Bender updated the Board on several pending water projects including a possible transmission line extension and potential interconnect with another municipality.

Mr. Bender presented to the Board the Water and Sewer Capital & Operating Budgets for fiscal year 2010-2011 for formal approval, noting that there was no increase in either water or sewer rates projected for the coming year.

After discussion and review of the proposed budgets, Mr. Bender answered several questions from the Board. Upon a motion by member Tenney, seconded by member Mengel, the Board voted unanimously to approve the budgets as follows:

MOTION TO:

1. Accept **Consulting Engineer's Certificate - Approval of Sewer Budget** - Fiscal year 2011, dated October 21, 2010, *Revised October 26, 2010*.
2. Accept **Consulting Engineer's Certificate – Approval of Water Budget** – Fiscal Year 2011, dated October 21, 2010, *Revised October 26, 2010*.
3. Approve the **Water Operations Budget for Fiscal Year 2010-2011**, with a fiscal year ending October 31, 2011, including:

Operating Revenues of	\$ 12,491,849.00
Non-Operating Revenues of	\$ 2,772,488.00
Total Water Operations Revenues of ...	\$ 15,264,337.00

and

Operation Expenses of	\$ 7,702,759.00
Non-Operating Expenses of	\$ 1,470,516.00
Total Water Operations Expenses of ...	\$ 9,173,275.00

NET Water Income - before depreciation - of \$ 6,091,062.00

4. Approve the **Sewer Operations Budget for Fiscal Year 2010-2011**, with a fiscal year ending October 31, 2011, including:

Operating Revenues of	\$ 893,664.00
Non-Operating Revenues of	\$ 876,850.00
TOTAL Sewer Operations REVENUES OF..	\$ 1,770,514.00

and

Operation Expenses of	\$ 1,047,255.00
Non-Operating (other) Expenses of	\$ 316,646.00
Total Sewer Operations Expenses of	\$ 1,363,901.00

NET Sewer Income – before depreciation - of \$ 406,613.00

5. Approve **Water Capital Improvements Budget for 2010-2011 of \$ 5,532,854.00**
6. Approve **Sewer Capital Improvements Budget for 2010-2011 of \$ 555,000.00**
7. Authorize the Finance Director to allocate Cell Antenna/Rental Revenues at a 50/50 ratio between the Water and Sewer Operating Funds, retroactive to January 2007* in the total amount of \$767,477.43. *date of wastewater system purchase
8. Authorize staff base salary (or hourly rate) increases of 2.5%
9. Authorize performance incentive program @ 3.5% of payroll, maximum.
10. That there shall be **no water rate increase** for Fiscal Year 2010-2011
11. That there shall be **no sewer rate increase** for Fiscal Year 2010-2011

12. Authorize the Executive Director and Finance Director to take all actions necessary to implement this approved budget and financial plan.

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x	Tabled						
		Mrs. Nagel		x			
		Mr. Tenney	Initiated	x			
		Mrs. Sanders		x			
		Mr. Kavash		x			
	Ms. Mengel	Seconded	x				

Chair Nagel asked for an Executive Session after the regular meeting to discuss personnel matters. No action will be required.

Other / New Business:

None

Adjournment:

There being no further business before the Board, upon motion of Mrs. Sanders, seconded by Mr. Kavash, the meeting was adjourned at 7:00 pm. All present voted in favor.

Carene Makinson-Sanders
Secretary